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Washington State Board of Health Policy & Procedure

Policy Number: 005

Subject: State Board of Health Staff Member Participation in Committee or Working Group Partnerships

Approved Date:

Participation in Partnerships

Background and Purpose

Board members have directed staff to initiate or participate in a wide variety of collaborative efforts with other government agencies, professional associations and community groups to advance its work. At present, Board staffers are regular participants or observers in some twenty-six such organizations. (Attachment I is a listing of these memberships as of July 1, 2002.)

The purpose of this policy is to provide certain limitations, general guidance and increased clarity to assure that Board staff participate in these partnership activities within applicable state laws and rules in ways that advance the Board's interests and objectives.

Scope Limited

This policy affects official actions of Board staff members on behalf of the Board. It does not affect Board staffer's personal time. Board staffers are asked to indicate to their personal associates that their activities relating to public health or public issues during their personal time do not necessarily reflect the official views of the State Board of Health or its members. However, staffers should use their personal discretion in understanding that, as members of the Board staff, any action they take in their personal lives may be perceived as reflecting the Board's or individual Board members' views.

State Conflict of Interests and Ethics Laws Apply

All rules and laws related to conflict of interest and ethics apply to Board staff member participation in collaborative activities, partnerships and coalitions.

Participation in Groups Engaged in Legislative Advocacy Prohibited

A separate Board policy and procedure has been established under which Board staff assists Board members and the entire Board in developing positions on particular pieces of legislation. Board staffers may not, as part of their official duties, participate as a member of any group not comprised of Board members that advocates for or against a particular Initiative, budget proposal or legislative bill.

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Participation in Partnerships Encouraged to Advance Board Interests and Objectives

Board staffers are encouraged to participate on behalf of the Board or any of its individual members in collaborative efforts with federal, state and local government agencies, with private organizations, associations or other groups so long as their participation serves primarily to advance an expressed interest or objective of the Board. These objectives include collecting or sharing information or facilitating the implementation of the Board's statutory duties, especially as related to the Board's formally approved priorities. Particular expressions of the Board's interests and objectives exist in approved Board work plans, in Board meeting minutes and in other documents issued by the Board. In addition, at the discretion of individual Board members or the Executive Director, such interests and objectives may also include limited participation with any group that may assist the Board in exploring ways to improve the health status of the citizenry as authorized in RCW 43.20.050.

Production of Partnership Work Products Require Approval

Board staffers may produce papers, documents and other written work products for other government agencies, for private organizations or for other groups as part of their participation in such groups so long as these products have been approved for completion by the Board or by the Executive Director after consultation with at least one Board member. In considering such approval, the Board and the Executive Director will consider the extent to which production of the partnership work product will advance the interests and objectives of the Board or divert Board resources away from the Board's statutory duties or priority projects.

Complaints and Enforcement

If any Board member, Board staffer or other person believes that a Board staffer is participating with any public or private group in a way that does not primarily serve the interests or objectives of the Board or is working toward the production of a product that has not been approved according to this policy, that person may report this concern to the Executive Director. The Executive Director shall promptly consult with the Chair or the full Board and take such action as he or she determines necessary to comply with any applicable laws or rules and to assure that the reported activity is halted or made consist with the Board's interests or objectives.

Any such complaints regarding the Executive Director should be transmitted directly to the Chair for her or his disposition, after consultation with the Board.

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Attachment I

State Board of Health Committee or Working Group Memberships as of September, 2002

1. Governor's Sub-cabinet on Health (*The Board's Executive Director represents the Board in this group of state health agency directors convened according to Governor Locke's Executive Order 01-02. The Sub-cabinet " develops and coordinates state health care policy and purchasing strategies, provides a forum for the exchange of information and coordinates statewide efforts to provide appropriate, available, cost effective, quality health care and public health care services to the citizens of Washington.*)
2. State Agency Medical Directors Group (*Board staff participate with this group to advance various Board priorities including access to critical health service and children's health. The Group supports the Sub-cabinet by collaborating across state agencies to identify and assess opportunities to improve quality, enhance access and promote the cost-effective purchase of health care services by the state.*)
 - Disease Management working group
 - Demand Improvement working group
 - Clinical Preventive Services working group
3. HRSA Grant Management Oversight Panel (*Board staff seek to advance the Board's priority interest in access to critical health services by serving on this advisory group to a federally funded research and planning grant whose objectives are to determine the characteristics of the uninsured and to assess and recommend strategies to achieve universal access.*)
4. First Choice Regional Health Network, Covered Services Working Group (*Board staff seek to advance the Board's priority interest in access to critical health services by serving on this community based, federally funded grant advisory panel as it determines which services it would like to promote universal access to.*)
5. DSHS Division of Developmental Disabilities Medical Services Task Force (*The Executive Director recently completed a special assignment to this study panel as it developed recommendations on improving the medical care infrastructure and health data systems associated with care for our state's DD persons.*)
6. Public Health Executive Leadership Forum (regularly invited guest, encouraged to participate) (*Board staff participate in this WSALPHO convened group of local public health officers and administrators to maintain close communication on all Board matters with the state's public health practice and enforcement agencies. The Forum's purpose is general communication, policy development and training.*)
7. WSALPHO Health Officers Group (*Board staff participate in this WSALPHO convened group of local public health officers to maintain close communication on all Board matters with the state's public health practice and enforcement agencies. Board staff are regularly invited guests who are encouraged to participate as this group shares medical and public health practice information.*)

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8. Public Health Improvement Partnership (PHIP) *(Board staff participate in this partnership between the Board, the UW School of Public Health, the state Department of Health and Local Health Jurisdictions to advance priority Board interests in Health Disparities, Access to Critical Health Services, Environmental Health, Environmental Justice, and other issues.)*
 - Steering Committee *(general)*
 - Co-Chair, PHIP Access Work Group *(critical health services)*
 - PHIP Chairs Group
 - Workforce Development Group *(health disparities & general)*
 - Enumeration Group *(health disparities & general)*
 - Communications and Marketing Committee *(public health capacity)*
9. Health Workforce Diversity Network *(Board staff coordinates this network chaired by Judy Huntington, Executive Director of the Washington State Nurses Association, and Dr. Charles Weatherby, of the Washington State Medical Association. The network's goals are following up and building on the Board's recommendations in the Final Report on Health Disparities.)*
10. Health Justice Network *(Board staff participates in this network with members from Public Health – Seattle & King County, community clinics, UW Center for Ecogenetics and Environmental Health, the Washington Health Foundation and others to advance priority Board interests in Health Disparities, Environmental Justice, and other issues.)*
11. Partners in Food Safety *(Board staff participates in this group of representatives from the food and restaurant industries, unions, state and local health departments and other agencies, universities, a legislator and others, to maintain communication with key stakeholders in food safety issues.)*
12. Food Code Rule Revision Workgroup *(Board staff participates in this workgroup with representatives from the food and restaurant industries, state and local health departments and other agencies, and others, to track the food code rule revision process and maintain open communication with key stakeholders.)*
13. Healthy Schools Task Force *(Board staff participated in this Institute for Children's Environmental Health convened task force of representatives from OSPI, DOH, EPA, DOEcology, PTA, WEA, and other agencies and organizations. The purpose of participation was to develop understanding of and relationships with these organization and agency representatives, and to facilitate bringing the task force recommendations for improving school environmental health and safety to the Board.)*
14. Environmental Health Directors meetings *(Board staff participates in this self- convened group of environmental health directors to maintain close communication on all Board matters. The meeting's purpose is general communication, policy development and training.)*

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15. On-Site Wastewater Rule Development Committee (*Board staff observes the meetings of this DOH convened committee of representatives from the on-site wastewater system design and treatment industries, state and local agencies, and others, to track the on-site wastewater rule revision process and maintain open communication with key stakeholders.*)
16. Health Care Personnel Shortage Task Force (*Board staff observes this Workforce Training and Education Coordinating Board convened task force to support participating Board members and advance the Board's work in the priority area of health disparities.*)
17. American Indian Health Commission (*Board staff observes the AIHC convened meetings to advance the Board's work in the priority area of health disparities, and to facilitate the development of initiatives to propose to the legislature.*)
18. Environmental Justice Interagency Workgroup (*Board staff participates in this DOH and DOEcology convened workgroup with representatives from industries, state and local agencies, community based organizations, and others, to follow up on the Board's Final Report on Environmental Justice recommendations.*)
19. Seattle Public Utilities Environmental Justice Needs Assessment (*Board staff observes by email in this Seattle Public Utilities convened workgroup with representatives from local agencies, community based organizations, and others, as part of the Environmental Health Workplan community assessment survey project.*)
20. EPSDT Improvement Team (*children's health and well-being*)
21. Washington State Oral Health Coalition (regularly invited guest) (*children's health and well-being*)
22. National Association of Health Data Organizations (*general*)
23. Washington State Campaign for Kids and Families (*children's health and well-being*)
24. Public Health Nursing Directors (regularly invited guest and encouraged to participate) (*general*)
26. Washington State Physical Activity and Nutrition Advisory Committee (*children's health and well-being*)
27. Statewide Bioterrorism and Public Health Preparedness Advisory Group (*Board staff participate in this statewide advisory group, convened by DOH under the CDC bioterrorism grant, to advance the Board's priority work on emergency response and public health preparedness. Other participants are primarily organizations representing first-responders across state.*)